

Alternative Education On-site Monitoring Visit Rubric

Reviewer: Sue Foxx

Date: 9/28/07

Alternative Education Program: Southmont Learning Academy
School Corporation: South Montgomery School Corporation (5845-1)

Contact Person: Mike Tricker
Phone: 765-866-0350

Alternative Education Programs will be required to share documentation for each component during the site visit. If documentation is not available on-site, the alternative education contact person will be required to submit documentation to the IDOE within seven (7) days of site visit completion. Programs will be given an Unsatisfactory or Satisfactory for each component. Programs receiving an Unsatisfactory for any component will be required to address those issues in order to remain an approved program.

COMPONENT	DOCUMENTATION SUGGESTED	DOCUMENTATION PROVIDED	S	U	COMMENTS
Corporation and Community Support	-Board minutes -Letters of support -Joint agreements -Newspaper articles -Advisory Group list	Board minutes online Newspaper article Advisory Group list/agenda	X		Board and administration support. Recommended that program report to School Board at least once a year on impact. Newspaper article when established. Recommended program use school or local media to promote programming. Advisory Group consists of school personnel. Recommended program expand to include community agencies.
Alternative Education Components	-Curriculum -Instructional Methods -Scheduling -Engagement strategies -ISP -Grant application	Curriculum Guides Computer courseware Modified schedule ISP Grant	X		Program uses computer courseware to deliver the curriculum. Students attend ½ day in program and ½ day in work component or attend ½ day in traditional program for electives. ISP needs to set specific goals and plan to reach them. Recommended that the plan outline the steps for achieving the goal and that it be reviewed with students quarterly.
Small positive learning environment for students/staff	-Staff & Student roster -Prof. development plan -School Improvement Plan -Advisor/Advisee programming Staff meeting agenda	Rosters Professional Dev. Plan in Board minutes. Jr. High School Improvement Plan in Board minutes.	X		Teacher student ratio about 1:18. Will have aide shortly add aide to lower ratio. Partnership with Cummins MH to provide individual/group counseling services and assessments. Professional Development Plan same as corporation. Recommended that teacher receive some development specific to his needs in serving a high risk population. Programs not in School Improvement Plans. Need to include programs in SIP and indicate how programs contribute to goals of plan. Indicated need to include waivers from the definition of credit in the HS SIP since classes are self-paced and based on mastery.

On-site Observation Components

During the site visit, IDOE personnel will visit sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual programming matches descriptions that were provided in the grant application; that students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content and alternative strategies. Each program will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Programs receiving a “U” in any component will be required to address deficiencies.

COMPONENT	DATE	S	U	COMMENTS
Programming matches description in grant application.	9/28/07	X		Programming matches the description in the Renewal Grant and serves MS/HS. ½ academic component and ½ work component for HS. MS and some HS students return to traditional school for electives. Computer-based programming.
Students appear engaged.	9/28/07	X		Observed students working independently. Students were on task working on courses via computers at time of visit. One HS student stated that he liked working at his own pace.
Location supports a positive learning environment.	9/28/07	X		Program operates out of one room in a wing of the HS. Students in Grade 8 attend the same location. Students work at computer stations. Books and resources available within school but nothing in room. New location this year for program so room was clean and bright but contained no personalization.
Teachers appear knowledgeable and caring.	9/28/07	X		Teacher responded to student inquires, and monitored the pace of completion via the computer. Teacher was new but had mastered the computer courseware system. He appeared willing to adapt programming to meet student needs but will need professional development and guidance to differentiate and individualize instruction. Observed positive and encouraging dialogue with students.

Compliance Components

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation must be provided as part of the site visit monitoring. The alternative education contact person listed for each program will be contacted about documents, policies, or descriptions that will be required for the compliance components. Documentation can be submitted prior to or at the visit. Failure to provide documentation will result in removal from the approved program list.

COMPONENT	SUGGESTED DOCUMENTATION	C	NC	COMMENTS
Policies & Procedures	-Student Handbook -Entrance/Exit Criteria	X		Handbook same as for Southmont HS. Students referred by the counselors. The student and their parent interview with director to insure that the program will meet the needs of the student.
Staff Qualifications and Employment by Corporation	-Licenses (Teachers, Administrator) -Documentation from HR dept. -HQ document	X		Licensed teacher is employed by the corporation. Teacher acts as a facilitator for computer-based courseware.
Health and safety laws and regulations	-Safety plans and/or records -Physical location description and/or Department of Health documentation -Evacuation plans -Student release policies -Transportation policies (as applicable)	X		Safety, health and fire plans are part of HS plan since located onsite. Transportation provided for students in the program.
Financial viability	-Other Grants applied for/received -Description of how last alt ed distribution funds were spent -Description of corporation 1/3 match.	X		No outside grants at this time. Budget meets required match and allocated primarily to staff, technology, and materials.
2 Hour Session/ School Day	-School schedule	X		HS students attend a ½ academic day with ½ in work for credit/no credit.